



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- ☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- ☐ State employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- ☒ Interested individuals who meet the stated requirements

Issue Date: May 27, 2022

Posting No.: 177-22

TITLE: Senior Payroll Clerk **SALARY:** \$33,625.65 - \$46,791.75

LOCATION: Office of Human Resources, Region 2 Personnel Services - Rahway NJ

JOB DESCRIPTION: Under limited supervision of a Supervising Payroll Clerk or other supervisory official in a state department, institution, or agency, performs the more difficult and complex clerical work involved in and relating to the review, verification, and preparation of payroll or payroll and personnel records, may take the lead in a small clerical payroll unit; does other related duties as required.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in work involving processing payroll, or payroll and personnel activities.

PLEASE INCLUDE RESUME IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN JUNE 13, 2022.

Forward Response To: Dawn Graeme, Manager, Human Resources
Regional Personnel Services, Region 2
East Jersey State Prison
Lock Bag "R"
Rahway, NJ 07065

Emailed resumes are to be sent only to:

DOC_OHR-Region2@doc.nj.gov